

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my absence at the [Conference Name] which took place on [Date]. I sincerely apologize for not being able to attend.

Unfortunately, [brief explanation of the reason for no-show, e.g., unforeseen circumstances, illness, scheduling conflict]. I value the opportunity to engage with fellow participants and learn from the speakers, and I regret missing out on such valuable discussions.

If possible, I would greatly appreciate any materials or notes from the sessions I missed. Furthermore, I would love to connect with you and others to catch up on the key insights and networking opportunities from the event.

Thank you for your understanding, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]